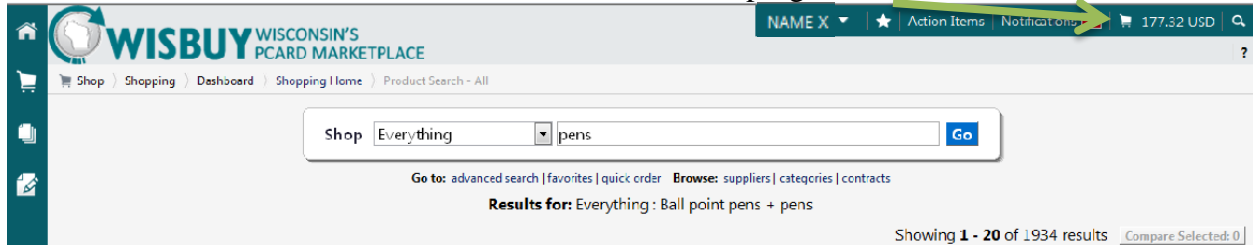
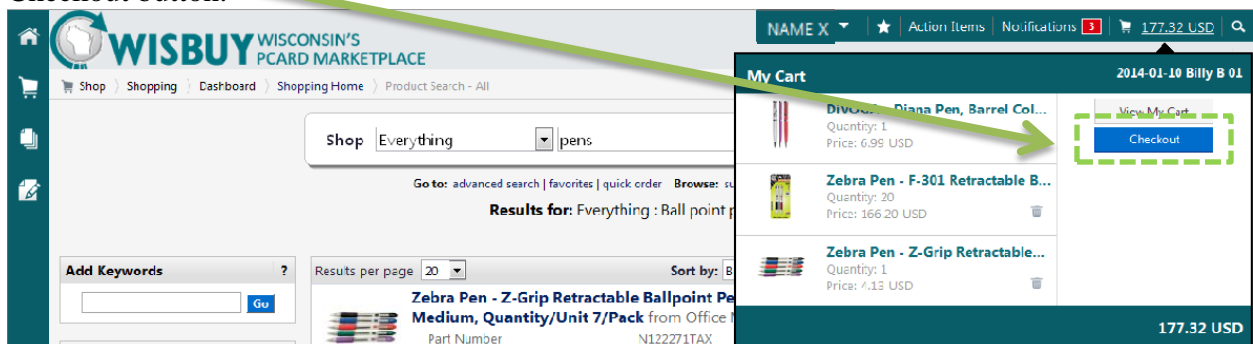


## Express and Advanced Checkout and Completing a WISBuy Order

1. (Express Checkout) When shopping in WISBuy is finished and all of the desired items have been added to the cart, click on the cart icon area in the top right-hand corner of the screen.

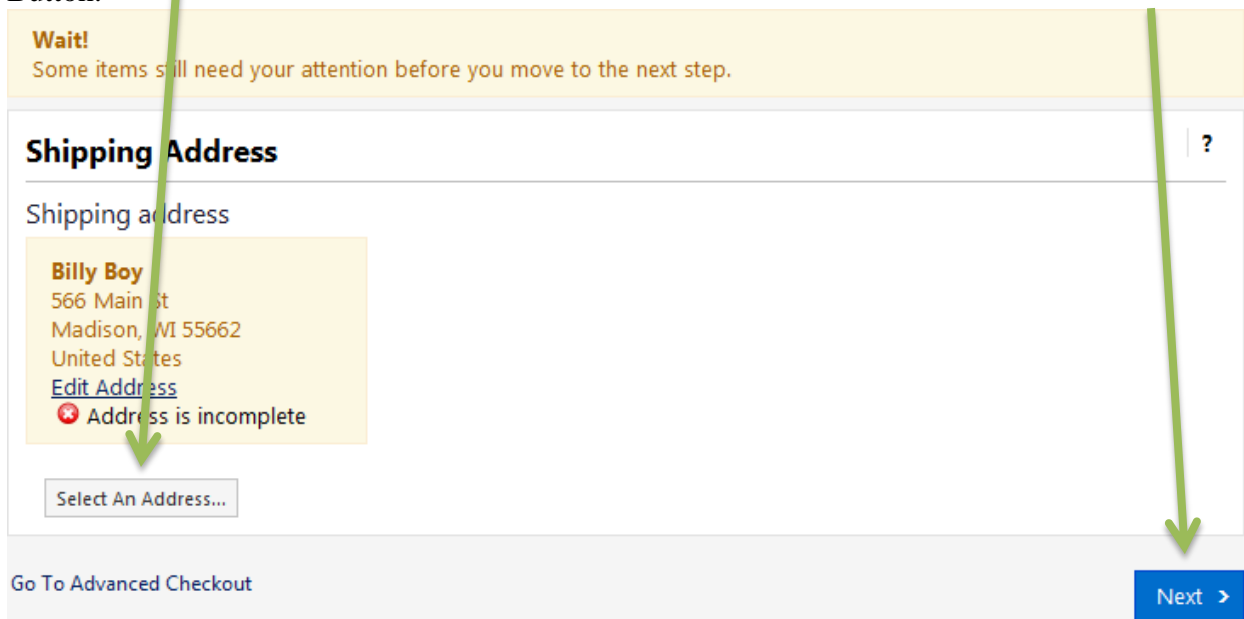


2. The active shopping cart window opens. If no other items will be added to the cart, click the Checkout button.

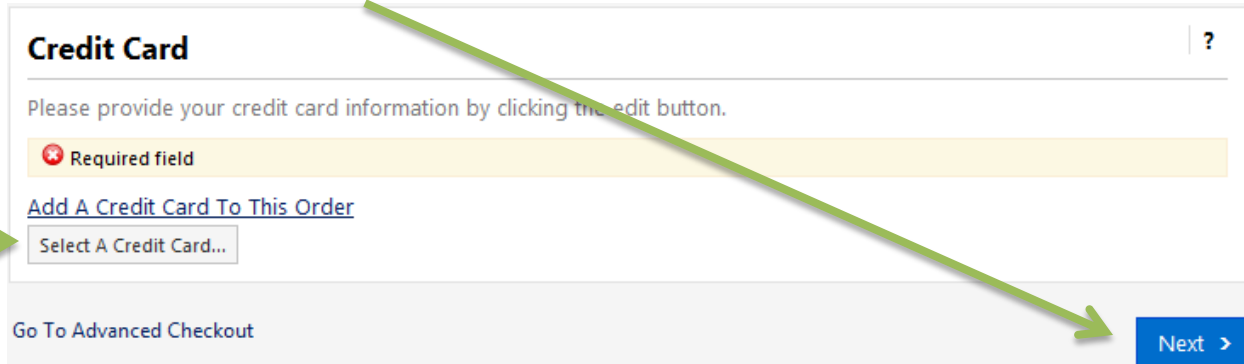


3. Review the order one more time in the Final Review screen and then continue through the checkout process.

4. Confirm your shipping information on the WISBuy shipping information screen by clicking on **Select An Address** if needed. After you select the desired address or edit it, click on the Next Button.



5. Confirm your Credit Card on the WISBuy shipping information screen by clicking on “Select A Credit Card” or “Add a Credit Card to This Order.” After you select the desired Credit Card or add it, click on the Next Button.



**Credit Card** ?

Please provide your credit card information by clicking the edit button.

✖ Required field

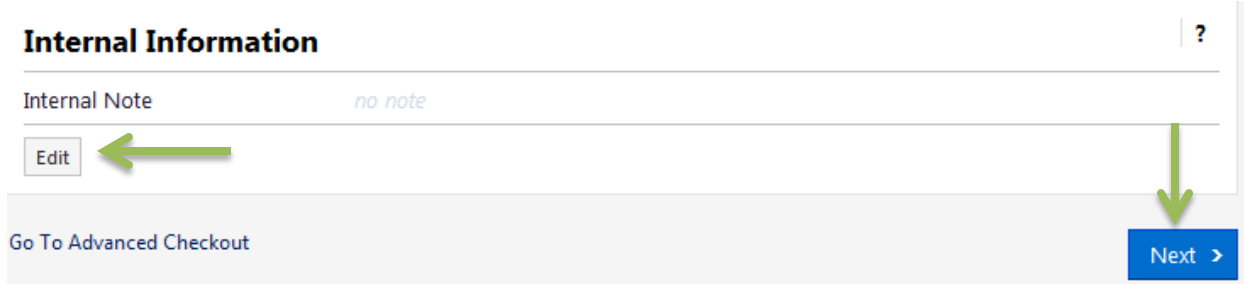
[Add A Credit Card To This Order](#)

Select A Credit Card...

Go To Advanced Checkout

Next >

6. Add an Internal Note if desired by clicking on the Edit Button. This note would be only those who are able to see this WISBuy order-not the vendor. Click the Next Button when completed.



**Internal Information** ?

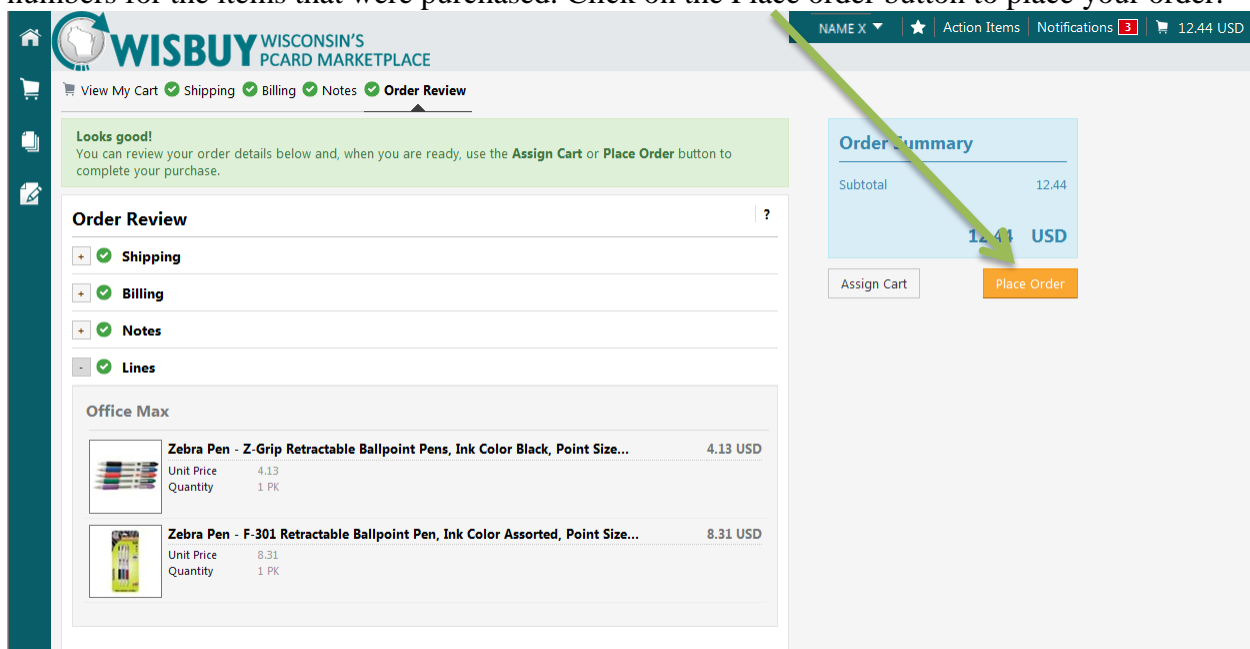
Internal Note *no note*


Edit

Go To Advanced Checkout

Next >

7. The “Looks Good!” screen indicates that the order is being processed and displays order numbers for the items that were purchased. Click on the Place order button to place your order.



 **WISBUY** WISCONSIN'S  
PCARD MARKETPLACE

NAME X ★ Action Items Notifications 3 12.44 USD



View My Cart Shipping Billing Notes **Order Review**

**Looks good!**  
You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.

**Order Review** ?

- Shipping
- Billing
- Notes
- Lines

**Office Max**

	<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens, Ink Color Black, Point Size...</b>	4.13 USD
	Unit Price 4.13	
	Quantity 1 PK	
	<b>Zebra Pen - F-301 Retractable Ballpoint Pen, Ink Color Assorted, Point Size...</b>	8.31 USD
	Unit Price 8.31	
	Quantity 1 PK	


**Order Summary**

Subtotal	12.44
<b>Total</b>	<b>12.44 USD</b>

Assign Cart Place Order

## 8. You will receive an order confirmation.

**Order Confirmation**


**Congratulations! You have successfully submitted your order. To view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

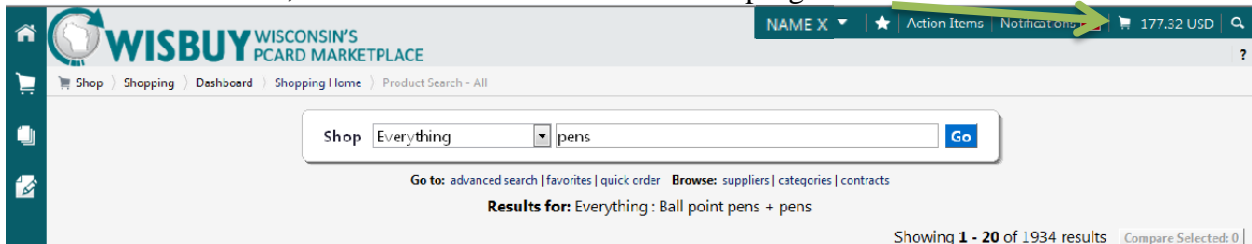
Here is a summary of your order. You can also find this order at any time via the **order history** link in the main navigation bar at the top of the page.

Shopping Cart name	2014-01-10 Billy B 01
Order date	1/10/2014
Order total	177.32 USD
Number of line items	3

What would you like to do next? Here are links to some common actions.

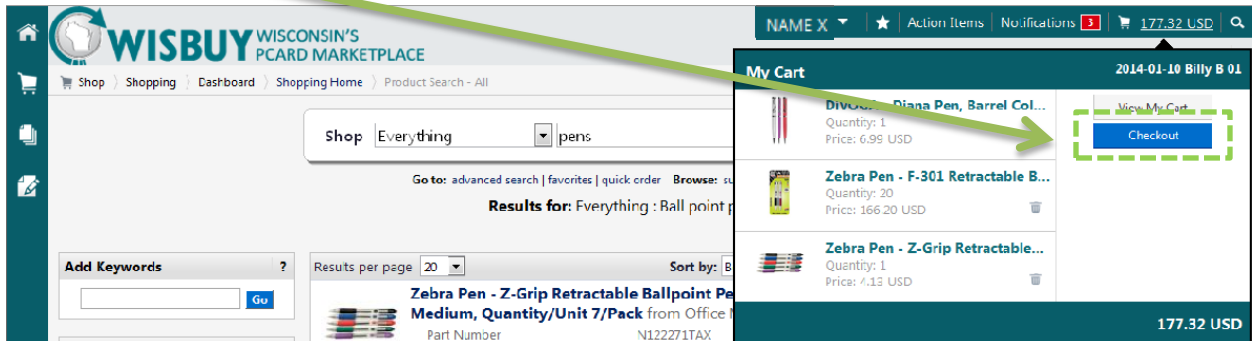
- [Search for another item](#)
- [Return to your home page](#)
- [Create new draft cart](#)

1. (Advanced Checkout) When shopping in WISBuy is finished and all of the desired items have been added to the cart, click on the cart icon area in the top right-hand corner of the screen.



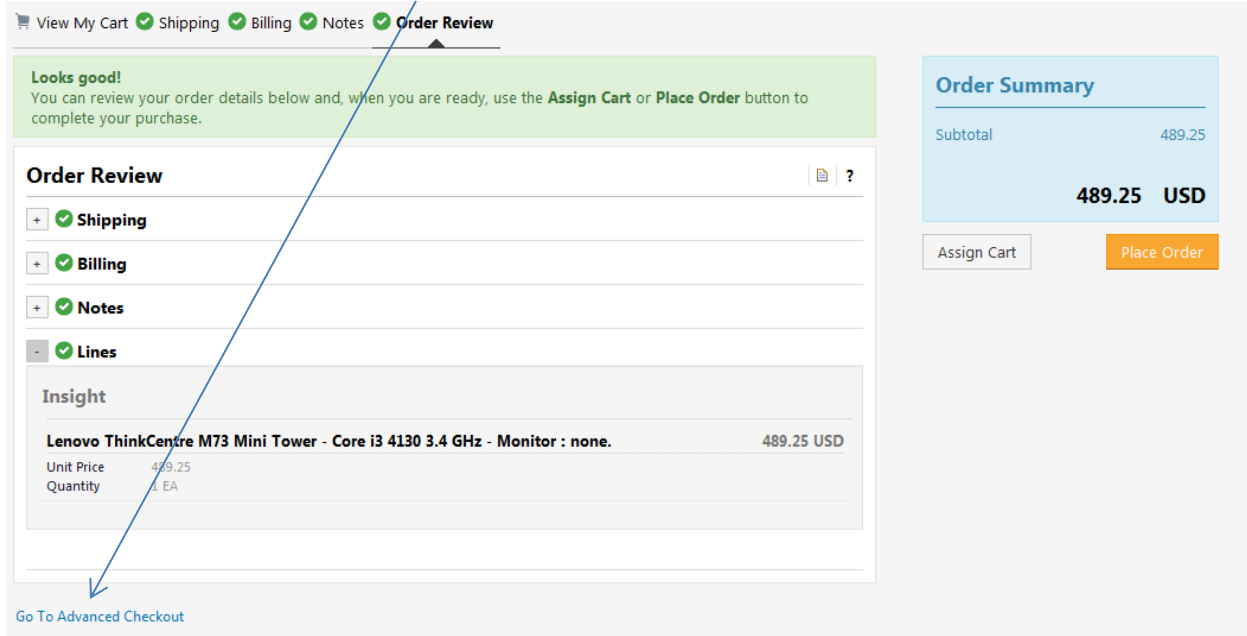
The screenshot shows the WISBUY website header. The cart icon in the top right corner, next to the text '177.32 USD', is highlighted with a green arrow pointing to it.

2. The active shopping cart window opens. If no other items will be added to the cart, click the Checkout button.



The screenshot shows the WISBUY website with the shopping cart window open on the right side. The cart contains three items: a Divox Diana Pen, a Zebra Pen - F-301 Retractable Ballpoint Pen, and a Zebra Pen - Z-Grip Retractable Ballpoint Pen. A green arrow points to the 'Checkout' button at the bottom of the cart window.

3. Scroll down to the **Go To Advanced Checkout** link and click on the link.



**Order Review**

Looks good!  
You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.

**Order Summary**

Subtotal 489.25

**489.25 USD**

[Assign Cart](#) [Place Order](#)

**Order Review Details:**

- ☒ Shipping
- ☒ Billing
- ☒ Notes
- ☒ Lines

**Insight**

**Lenovo ThinkCentre M73 Mini Tower - Core i3 4130 3.4 GHz - Monitor : none.** 489.25 USD

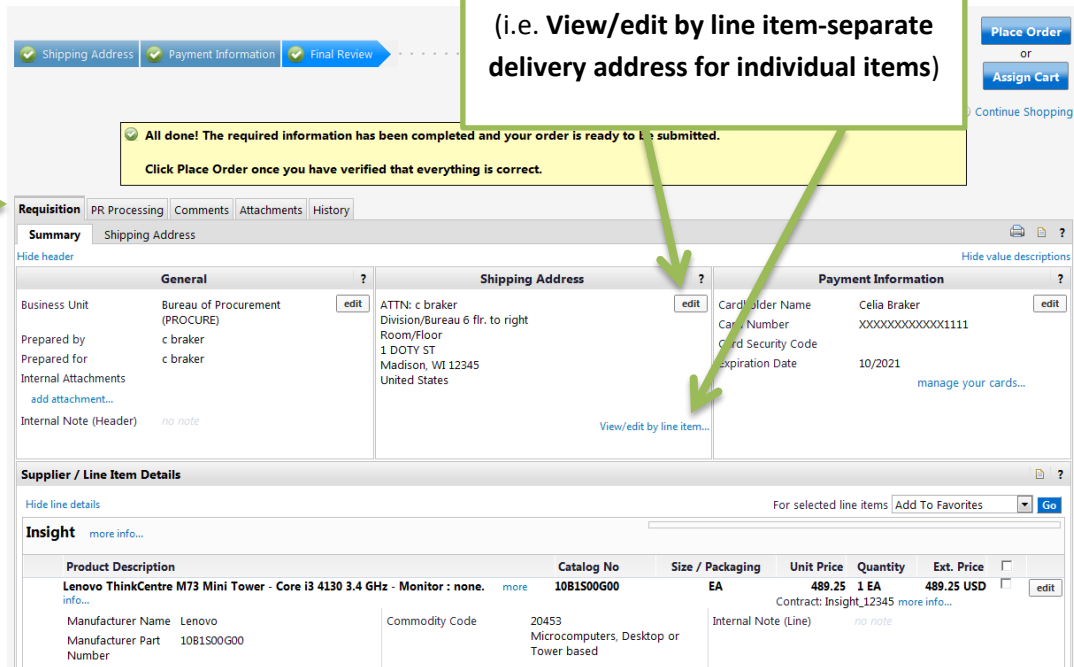
Unit Price 489.25  
Quantity 1 EA

[Go To Advanced Checkout](#)

4. Here you can review your order in detail:

Click on the **edit** box in any section to make edits to that particular section (i.e. **View/edit by line item-separate delivery address for individual items**)

Click on tabs to view PR Processing, Comments, Attachments, and History



[Place Order](#) or [Assign Cart](#) [Continue Shopping](#)

**Final Review**

All done! The required information has been completed and your order is ready to be submitted.  
Click Place Order once you have verified that everything is correct.

**Requisition** [PR Processing](#) [Comments](#) [Attachments](#) [History](#)

**Summary** [Shipping Address](#)

**General** **Shipping Address** **Payment Information**

Business Unit Bureau of Procurement (PROCURE) [edit](#) ATTN: c braker  
Division/Bureau 6 flr. to right  
Room/Floor 1 DOTY ST  
Prepared by c braker  
Prepared for c braker  
Madison, WI 53706  
United States  
Internal Attachments  
[add attachment...](#)  
Internal Note (Header) no note [View/edit by line item...](#)

Cardholder Name Celia Braker  
Card Number XXXXXXXXXXXX1111  
Card Security Code  
Expiration Date 10/2021 [manage your cards...](#)

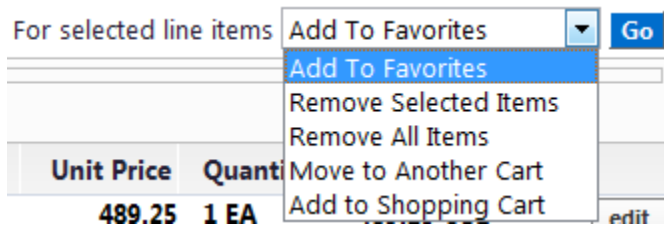
**Supplier / Line Item Details**

[Hide line details](#) For selected line items [Add To Favorites](#) [Go](#)

**Insight** [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Lenovo ThinkCentre M73 Mini Tower - Core i3 4130 3.4 GHz - Monitor : none. <a href="#">more</a>	1081500G00	EA	489.25	1 EA	489.25 USD	<a href="#">edit</a>
Contract: Insight_12345 <a href="#">more info...</a>						
Manufacturer Name Lenovo	Commodity Code 20453	Microcomputers, Desktop or Tower based				
Manufacturer Part 1081500G00	Internal Note (Line) no note					
Number						

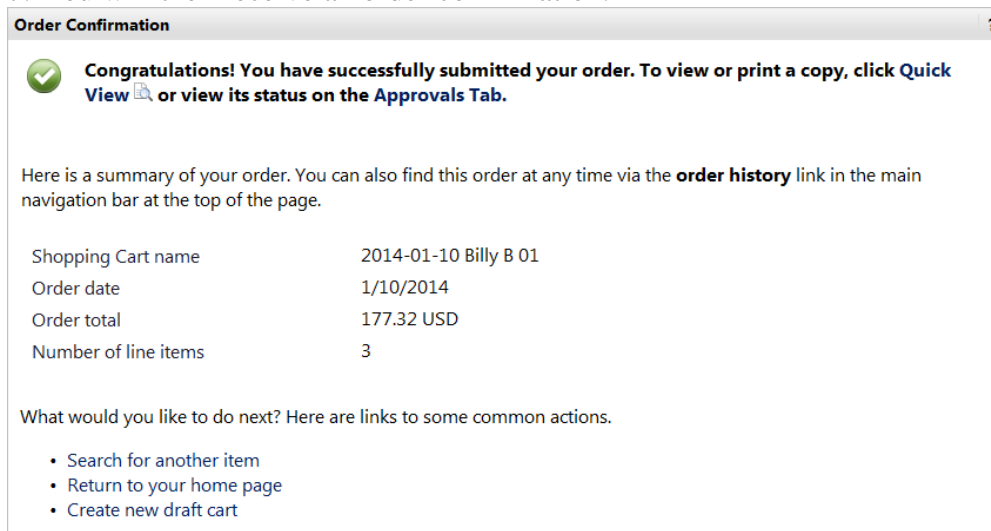
5. If you scroll down, you will be able to view, edit, and alter each item (Add to Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, or Add to Shopping Cart) you have in your cart prior to completing your order.



6. After you review and make any desired changes you may place your order or assign your cart.



7. You will then receive an order confirmation.



This concludes the lesson on “Checkout and Completing a WISBuy Order” in WISBuy. For further assistance, please contact [WISBuy@Wisconsin.gov](mailto:WISBuy@Wisconsin.gov) or visit the website at [wisbuy.wi.gov](http://wisbuy.wi.gov).